CITY OF MORGAN HILL
RECREATION & COMMUNITY SERVICES DEPARTMENT
POLICIES AND PROCEDURES

SUBJECT: COMMUNITY USE POLICY FOR PUBLIC FACILITIES

EFFECTIVE DATE: FEBRUARY 6, 2008

REVISION DATE: JUNE 18, 2008
                        FEBRUARY 1, 2009

PURPOSE
The Recreation and Community Services Department (RCSD) encourages and promotes the use of the City's public facilities' meeting rooms for community use by its residents and community organizations.

POLICY
The City is responsible for the operations and scheduling of public facilities and desires to make the facilities available for use by community service groups at a subsidized (reduced) rate in support of their Morgan Hill community based purposes. Schedule community uses served by this policy will be for facility meeting rooms use that are not occupied by an unsubsidized reservation. To that end, community use scheduling for public meeting room spaces are required to meet the criteria and schedule as defined in this policy.

COMMUNITY USE GROUP DEFINITIONS.
Community use groups must meet the following criteria to be considered:

    Morgan Hill based service organizations.
    Service organizations may include: Chamber, Downtown Organization, Historical Society, Rotary Board/committee, and IDI Board.

    City Use.
    Use by City of Morgan Hill staff or agents to conduct City of Morgan Hill Business is free of charge to the City. Use by other governmental agencies for special meetings/events which have a direct benefit to Morgan Hill residents is free of charge to the City.

    Groups that directly provide a public service for Morgan Hill residents.
    Public service is defined as serving the public at-large in addition to the group's primary members and it must be open to all members of the community. This would include Boy Scouts, Girl Scouts, and Athletic Associations.

    Community use group if they meet all of the following criteria.
    1. Sixty percent (60%) of participants reside in Morgan Hill.
    2. Informal non-profit status. Does not require non-profit tax identification.

3. Participants are not required to pay an admission fee for the meeting.
Examples: Book clubs, craft groups, hobby groups, art groups.

COMMUNITY USE ROOM RENTAL RESERVATION GUIDELINES:
Community use room rental reservations are granted based on the following guidelines:

      a. Typical room set-up.
      b. Purpose of the meeting is directly related to conducting the group's business.
      c. Participants are not required to pay a fee for the meetings.
      d. Meeting is open to the public.
      e. Meeting serves a "Morgan Hill" purpose.
      f. Organizations may request up to two meeting per month.
      g. Scheduled use is during the regular operating hours of the facility.
      h. Youth groups must have an adult 21 years of age or older present.

RESTRICTIONS.

      1. In general, religious and political organizations are not eligible for facility subsidy with the City.
      2. The City reserves the right to decline any organization room subsidy that appears to be in direct competition with City services/products.

COMPARABLE SPACE POLICY.
In the event that a private user or a commercial user requests a room that is already reserved by a community organization, the request will be granted if another room is available for the community organization at any of the public facilities offered. The group contact will be notified of the room change.

FACILITY CANCELLATION POLICY.
Cancellations must be received by the Facility Use Coordinator at least seven days before the scheduled use. Any cancellations after this time will be charged a $25.00 late cancellation fee. The fee must be paid prior to the group's next scheduled use or the reservation will be cancelled.

NON-DISCRIMINATORY CLAUSE
In using Morgan Hill City Public Facilities, it is the City's intent to provide this free use to non-profit organizations/clubs/groups that agree not to discriminate on the basis of race, religion, age, sex, color, disability, sexual orientation or national or ethnic origin in conducting its meeting or any other activity under the Community Use Policy reservation system.